



DIFP

Department of Insurance,
Financial Institutions &
Professional Registration

JOB OPENING

TITLE: Insurance Financial Analyst I/II

LOCATION: Budget and Regulatory Services Section
Division of Administration
Jefferson City, Missouri

MINIMUM SALARY: Insurance Financial Analyst I \$29,976
Insurance Financial Analyst II \$36,204
(Salary will be commensurate with relevant qualifications and experience)

SCREENING DATE: Screening to begin May 11, 2015

DEFINITION:

This is professional financial analysis, desk auditing and accounting work in the Division reviewing and evaluating insurance company, vehicle protection product providers, service contract providers, and other regulated entity applications, financial statements, managerial and organizational documents as necessary, as well as assisting with the licensing of insurance producers. An employee in this class is responsible for analyzing and monitoring the financial operations; management practices and overall company operations of assigned companies and recommending appropriate action. The employee also may make determinations as to company solvency based on a review of financial statements, legal documents and other technical data and make recommendations for corrective action or admission or registration of the entities. The employee exercises considerable independent judgement in planning and carrying out assignments that require knowledge and skills in the areas of analysis, auditing and accounting. Completed work is reviewed by the Manager, Division Director or other designated administrative superior.

EXAMPLES OF WORK PERFORMED: (Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing.)

Reviews and analyzes operational and financial data provided by insurers and regulated entities to evaluate the companies' financial condition in consideration of their application for a certificate of authority or registration to conduct business in Missouri or their continuation to conduct such business in Missouri. Assesses company compliance with statutory and regulatory standards for financial stability; develops and uses analytical tools for evaluating solvency by using financial ratios, actuarial opinions, and CPA audit reports. Performs other related work as assigned.

EXAMPLES OF REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of financial analysis, auditing, accounting, business law and management principles and procedures is essential. Knowledge of Missouri insurance statutes and regulations and the ability to interpret, explain and apply them is highly desired. Knowledge of the insurance industry and its operations and practices is desired. Knowledge of Microsoft Word and Excel, or equivalent software is essential. Applicants should have the ability to develop written reports on the financial condition of assigned companies, to establish and maintain effective working relationships with other employees, legal professionals, company representatives, insurance industry officials and the general public, and stay current with industry changes. The ability to communicate clearly and concisely, both orally and in writing, is required. The position requires excellent organizational and time management skills to handle vast amounts of information and adhere to established deadlines.

EXPERIENCE AND TRAINING QUALIFICATIONS:

Insurance Financial Analyst I

Graduation from an accredited four-year college or university with specialization in finance, accounting, auditing, risk management, business administration or closely related areas, including or supplemented by a minimum of fifteen semester hours in accounting. (Professional or technical experience in accounting, finance or the insurance/workers' compensation industry which affords a knowledge of financial management and analysis may be substituted on a year-for-year basis for deficiencies in the required education.)

Insurance Financial Analyst II

One year as an Insurance Financial Analyst I OR two years of professional experience in accounting, finance or the insurance industry which affords a knowledge of financial management and analysis, of which one year must have involved statutory accounting or insurance regulation; and graduation from an accredited four-year college or university with specialization in finance, accounting, auditing, risk management, business administration or closely related areas, including or supplemented by a minimum of fifteen semester hours in accounting. (Graduate work in accounting may be substituted on a year-for-year basis for the required general experience. Professional or technical experience in accounting, finance or the insurance industry which affords a knowledge of financial management and analysis may be substituted on a year-for-year basis for deficiencies in the required education.)

SEND A COMPLETED APPLICATION FORM, RESUME AND COPY OF COLLEGE TRANSCRIPTS TO:

DIFP – Human Resources

Attn: Insurance Financial Analyst

P. O. Box 690

Jefferson City, MO 65102

EOE: F/M/V/D